

Staff and Branch Chiefs

15 December 1950

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Acting Chief, [REDACTED]

Use of Hot Plates

REF : Administrative Instruction 60-19 dated 9 May 1950

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1. It has been noted that some [REDACTED] departmental employees are presently plugging hot plates directly into wall outlets in rooms of Quarters Eye.

2. Inasmuch as such practice constitutes a serious fire hazard particularly in temporary buildings such as Quarters Eye and is contrary to provisions of reference above, it will be discontinued immediately.

3. This office has been advised that FPA will provide a reasonable number of non-hazardous hot plate installations in offices at the expense of the users. Approximate cost is \$15.00 per installation. In addition any fire proof shelves brought to Quarters Eye from South Building may be installed for about \$2.00 per unit.

4. Staff and Branch Chiefs desiring such installations should advise the Administrative Officer who will cause the necessary work to be performed. Staff and Branch Chiefs will retain money for such purpose in their possession until it is requested by the Administrative Officer.

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